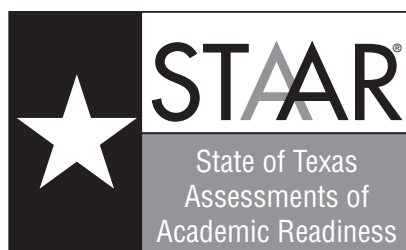


DECEMBER 2015 DISTRICT AND CAMPUS COORDINATOR MANUAL SUPPLEMENT

STAAR, STAAR L, STAAR A



December 7–11, 2015



Contact Information	
For questions about	Contact
the student assessment program, Texas Education Agency policies, State Board of Education or commissioner rules, accommodation requests, testing irregularities, and general testing	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 Email: Student.Assessment@tea.texas.gov Website: http://tea.texas.gov/student.assessment/
shipment status, missing shipments, additional orders, standard reports requests, score code corrections, student information updates or changes, hand-scoring and rescoring requests, precoding, and accessing online resources	Texas Assessment Support Center Telephone: 855-333-7770 Email: STAAR3-8@ets.org or STAAREOC@ets.org Hours of Operation: Monday–Friday 8AM–5PM Central Time

Information about the Texas Student Assessment Program can be found on TEA's Student Assessment Division website at <http://tea.texas.gov/student.assessment/>.

DECEMBER 2015 DISTRICT AND CAMPUS COORDINATOR MANUAL SUPPLEMENT

Beginning in September 2015, Educational Testing Service® (ETS) assumed the role of contractor for the State of Texas Assessments of Academic Readiness (STAAR®) program, including STAAR L and STAAR A. Hence, some of the processes and materials for supporting STAAR administrations have changed.

Purpose of the Supplement

The December 2015 end-of-course (EOC) test administration will be available on paper only. Districts should continue to use the *2015 District and Campus Coordinator Manual* and the *2015 STAAR End-of-Course Test Administrator Manual* to guide them through the steps of coordinating and administering the December 2015 EOC assessments. Processes that have changed or are specific to the December 2015 administration are described in this supplement.

- Section 1: Pre-Administration Instructions
- Section 2: Test Administration
- Section 3: Post Test Administration
- Section 4: Test Administrator Manual Addendum

Calendar of Events

2015 December End-of-Course Administrations

STAAR, STAAR L, and STAAR A

EVENTS	DATE
Districts receive Materials List (posted online only)	11/2
Receipt of materials (shipment 1)	11/16–11/20
Receipt of precoded answer documents (shipment 2)	By 11/20
Receipt of precoded labels (shipment 3)	By 11/20
Additional materials orders due	11/30
Administration window	12/7–12/11
Campus coordinators return scorable materials to district coordinator	12/14
District coordinators ship all scorable materials	12/15
Campus coordinators return all nonscorable materials to district coordinator	12/16
District coordinators ship all nonscorable materials	12/17
Districts receive Standard Reports	1/21

Districts will receive three shipments of materials for the December 2015 EOC administration. Shipping notices and other essential information for the district testing coordinator will be shipped in the district Box 1 for each shipment. Lime green labels will be affixed on two sides of each district Box 1.

Box 1 and district overage will be shipped in white boxes. Materials for each campus will be shipped in brown boxes. Campuses must save their brown boxes for return of all nonscorable materials.

In addition, district coordinators will receive a white box for the return of the Answer Document Packing List (ADPL), the Additional Reports Order form, and the superintendent and district testing coordinator annual Oaths of Test Security, due with the return of December EOC scorable test materials.

**BOX 1
OPEN
FIRST**

Likewise, campuses will receive white boxes with shipping labels affixed for return of all scorable materials.

Districts and campuses must inventory materials immediately upon receipt. If there are any missing or damaged materials, contact the Texas Assessment Support Center at 855-333-7770 immediately. Be sure to have the shipping notice available when calling the Support Center.

Examples of shipping notices and box labels can be found on the next page.

Section 1: Pre-Administration Instructions

Shipment 1: Secure Test Materials

- The districts receive shipping notices in Box 1.
 - A pallet detail will not be included for the December administration. Instead, districts will receive shipping notices for each shipment that list all the materials shipped for the district and the individual campuses.
 - Each box will contain a content notice that details the materials in that specific box.

- Shipment 1 will contain the following secure materials:
 - Test booklets (STAAR, STAAR L, and STAAR A)
 - District Testing Coordinator Packet
 - Return shipping labels for nonscorable district and campus boxes
 - STAAR L Paper Administration Guides (one guide for every three test booklets)
 - STAAR A Paper Administration Guides (one guide for every three test booklets)
 - Blank Answer Documents (English I, English II, and overage)

To the right is an example of the shipping notice that will be included with each delivery. Districts should use the information provided on the shipping notice to verify the contents of the boxes received.

- Use the Item ID and Item Description to identify the material
- The 'QTY' column reflects the total amount of items shipped
 - This count reflects the individual item count, not the number of packages or bundles.
 - The quantity per bundle will be listed as part of the Item Description. For example, BDL 10 will denote 10 books per package.
 - If an item is split across boxes, or if multiple serial ranges exist, the item may be listed more than once on the shipping notice. In this case, the QTY should be combined to reflect the total number of items.
- See examples below to match data from the shipping notice to the boxed contents.

SHIPPING NOTICE

Destination:
Gabe Simon
Texas High School
4001 Summerhill Rd.
Texarkana, TX 75503
USA

Origin:
Distribution Center
PO Box 77435
225 Phillips Blvd.
Ewing NJ 08628
USA

Phone No: 530-346-2202

Program Name: **TXSTAAR**
ID Number: **31667950000000**
Test Date / Type: **12/12/2015** **ADMIN01W3**
Shipment Type / MMYYYY: **Initial** **012015**

E1 Order #: 2824216

Order Number: **CAC0028112**
Ship Recipient ID:

Box ID	Item ID	Item Description	QTY	Serial No. Range
8442179	787303	TXSTAAR EOC T/B ALG I BDL 10	50	S623722701 - S623722750
8442179	787301	TXSTAAR EOC T/B ENG I BDL 10	150	S623722751 - S623722900
8442180	787301	TXSTAAR EOC T/B ENG I BDL 10	50	S623722901 - S623722950
8442180	787882	TXSTAAR EOC SC MATL RET 2015	3	2739002-2739004

Number of Boxes: 2
Total Quantity: 253

Sample Labels used to Identify Serial Numbers

Date: 09/03/2015

Each Box Label **Box 1 of 1**

Task: Order Box ID: **8442179**

4714435 300631

First Loan: 009 2015 A05 Batch: 521246
Center: **A1442261** Rec. Carton: C10 Dist/Route:
EL PASO TX 799254941 USA
MOT: U11
PSFT #: **PSR0448777**

QC Code: **A**

(Do Not Cover Label)

Sample A:
Box Label on each box

Box ID

December 2015 EOC Biology

PACK QTY: 10

BUNDLE ID

B000000125 0

SERIAL RANGE
BEGIN S623722701
END S623722750

ITEM NUMBER:
123456

Sample B:
Test Booklet Bundle Label

Serial Number range

Shipment 2: Algebra I, Biology, and U.S. History Precoded Answer Documents

In Box 1, districts will receive the District Precode Monitor List and the district overage of blank answer documents.

- The monitor list identifies the quantity of answer documents per subject area per campus.

The shipment will also contain the following:

- Campus Student Precode Lists
- Precoded Answer Documents (wrapped by subject)
- Precode Verification Instructions
- Blank Answer Documents (overage)
- Class ID Sheets for each subject area
- Campus and Group ID Sheets for each subject area per campus (precoded with campus name, district name, county and district number, and campus number)
- One Voided Answer Document ID sheet per campus (precoded with campus name, district name, county and district number, and campus number)

Shipment 3: English I and English II Precoded Labels

In Box 1, districts will receive the District Precode Monitor List.

- The monitor list identifies the quantity of precoded labels per subject area per campus.

The shipment will also contain the following:

- Campus Student Precoded Lists
- Precoded Labels (wrapped by subject)
- Precode Verification Instructions
- Class ID Sheets for each subject area
- Campus and Group ID Sheets for each subject area per campus (precoded with campus name, district name, county and district number, and campus number)
- One Voided Answer Document ID sheet per campus (precoded with campus name, district name, county and district number, and campus number)

Section 2: Test Administration

Test administrators must refer to the *2015 STAAR EOC Test Administrator Manual* for test administration guidelines and directions.

In addition, test administrators must use the *STAAR L Paper Administration Guide* for the paper administration of STAAR L, and the *STAAR A Paper Administration Guide* for the paper administration of STAAR A. Both of these guides contain specific directions for administration of STAAR L and STAAR A and secure test content. Like secure student test booklets, STAAR L and STAAR A Paper Administration Guides must remain in locked storage until they are checked out to test administrators on the day of the test using the Materials Control Form.

Information about the December 2015 EOC answer documents is provided on the next page.

Sample December 2015 EOC Answer Documents

The course name is identified on the left side of each answer document

Precoded student labels should be placed here on the English I and English II answer documents

Precoded student information is provided on the lower left of the answer document

The test booklet serial number is a 10-digit number with a leading "S"

The TEST TAKEN INFO grid will be used to indicate what version of the test was administered

Follow these instructions for gridding the TEST TAKEN INFO field

Test administrators or other campus personnel will indicate whether the student took the STAAR, STAAR L, or STAAR A version of the test by marking the corresponding bubble in the TEST TAKEN INFO field.

TEST TAKEN INFO
<input type="radio"/> STAAR
<input type="radio"/> STAAR A

English I and English II

TEST TAKEN INFO
<input type="radio"/> STAAR
<input type="radio"/> STAAR A
<input type="radio"/> STAAR L

Algebra I, Biology, and U.S. History

NOTE: If the TEST TAKEN INFO field is not completed correctly, the test will not be scored correctly.

Section 3: Post Test Administration

Three different types of ID sheets for scorable materials have been provided: the Class ID sheet, the Campus and Group ID sheet, and the Voided Answer Document ID sheet. All scorable materials must be returned beneath the appropriate ID Sheet. Complete the ID sheets and assemble the answer documents as detailed in the *2015 District and Campus Coordinator Manual*. Every answer document with any score code marked must be returned with the scorable materials for scoring. All answer documents will be scored and results will be provided for every answer document submitted.

NOTE: Districts may order additional reports for the December 2015 EOC administration using the 2015 STAAR Additional Standard Reports Order Form located at www.TexasAssessment.com/administrators/test-administration/.

Campus Coordinator

Return Scorable Materials to the District Coordinator

Each campus will be supplied with white boxes for the return of scorable materials. These boxes will have the return shipping label pre-applied and will come with packing tape that must be used to build and seal the boxes.

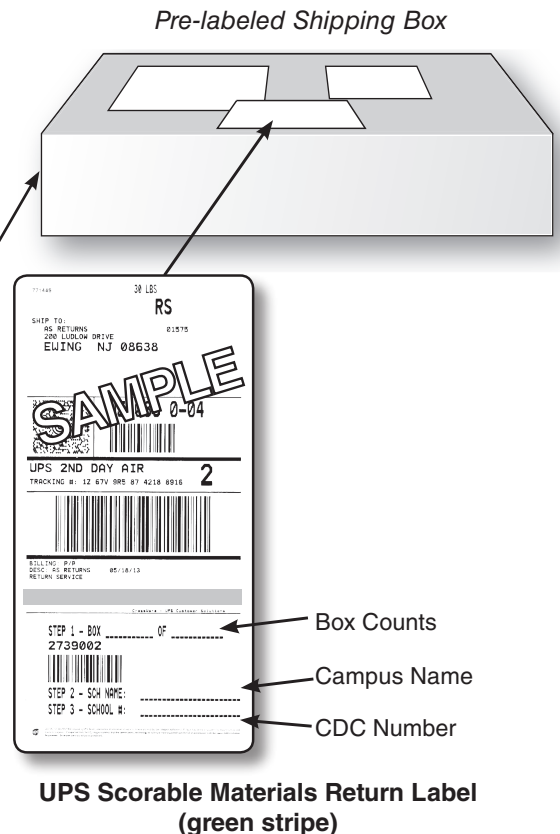
Directions for the return of materials to the district coordinator and for shipping are described below.

The following items will be used to return the scorable materials:

- White box(es) with a pre-applied, green striped UPS Next Day Air Return Label(s)
- Packing tape for constructing the white return box

Preparing Materials:

- Complete the ID sheets and assemble the answer documents.
- Seal the bottom of the box(es) with a double layer of the tape provided.
- Place the materials in the pre-labeled white return boxes for your campus.
 - This includes completed answer documents, sorted by subject, and the voided answer documents.
- Use as many boxes as necessary to stack and return the answer documents.
 - If more boxes are needed, or if labels get damaged, contact the district coordinator.
 - Unused boxes and labels should be recycled. The labels used for tracking are administration-specific; do not save them for later administrations.
- Complete steps 1, 2, and 3 on the return shipping label.
 - Step 1: Document the number of boxes in each campus's return shipment (e.g., 1 of 3; 2 of 3; 3 of 3).
 - Keep scorable and nonscorable materials separate. White box counts should only reflect the number of white scorable boxes being returned.
 - This count is **campus specific** and is used for initial reconciliation of boxes upon return to ETS.
 - Steps 2 and 3: Document the campus name and county-district-campus (CDC) number.
 - Do NOT mix documents from multiple campuses in a single box.



Return Nonscorable Materials to the District Coordinator

- See the *2015 District and Campus Coordinator Manual* for guidelines on the return of nonscorables as well as which nonscorable materials do not need to be returned.
- Individual campuses must return all nonscorable materials in the brown boxes that were used for the original shipment.
 - Nonscorable materials include test booklets, STAAR L and STAAR A paper administration guides, and unused answer documents and ID sheets.
- If more boxes are needed, contact the district testing coordinator.

District Coordinator

Return Oaths of Test Security, ADPL, and Additional Reports Order Form to the Contractor

- Collect superintendent and district testing coordinator 2015 Oaths of Test Security
- Complete Answer Document Packing List (ADPL) from the December district coordinator packet per instructions in the *2015 District and Campus Coordinator Manual*.
 - note that STAAR, STAAR L, and STAAR A are all recorded on the same ADPL
- If ordering additional reports complete the Additional Reports Order form
- Place all documents in the white district coordinator box of returnable documents. The box will have a return label with a brown stripe affixed.
- Return the Oaths of Test Security, the ADPL, and the Additional Reports Order form in the two-inch white box with the pre-applied brown striped shipping label that was provided to the district coordinator in Shipment 1.

Return Scorable Materials to the Contractor

- When the district is ready to return scorable materials to ETS,
 - seal the box(es) with the tape provided, and
 - call 1-800-PICK-UPS to schedule a pick-up of materials.

Return Nonscorable Materials to Contractor

- Place the nonscorable materials return shipping label with the orange stripe on the box.
 - **NOTE:** When affixing the shipping label onto the box, be sure to cover any existing shipping labels.
- Complete steps 1, 2, and 3 on the return shipping label.
 - Step 1: Document the number of boxes for each campus's return shipment (e.g., 1 of 3; 2 of 3; 3 of 3).
 - Keep scorable and nonscorable materials separate. The count on these labels should only reflect the number of nonscorable boxes to be returned for each campus.
 - This count is **campus specific** and is used for initial reconciliation of boxes upon return to ETS.

**UPS Nonscorable
Materials
Return Label
(orange stripe)**

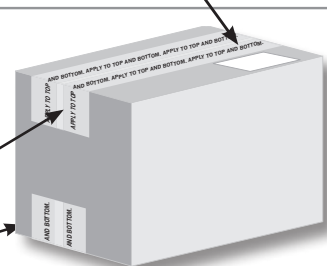
Box Counts

Campus Name

CDC Number

Place the completed UPS Ground label as indicated. Note the tracking number for your records.

Seal top and bottom seams of box(es) at least two times with tape provided.



- Steps 2 and 3: Document the campus name and county-district-campus (CDC) number.
- When the district is ready to return materials to ETS:
 - seal the box(es) with the tape provided and
 - call 1-800-PICK-UPS to schedule a pick up of materials.

Section 4: Test Administrator Manual Addendum

For the December EOC, the test administration directions on pages 48, 56, and 106 should be adjusted as follows.

Directions tell students to find the course name in the upper right side of the answer document; the course name has been moved to the left.

When directing students to find the box to record a test booklet number onto the answer document, note that the course name will appear on the left side of the answer document. Help students locate the boxes by noting that they appear just above the “DATE-OF-BIRTH” box.

SAY Now look at the top of your answer document. Does everyone see “[COURSE]” at the top-left side of your answer document?

Assist any students who do not have the correct answer document.

Directions tell students to copy a nine-digit code; the number is now 10 digits with a leading “S”

The current directions on page 48 instruct students to copy a nine-digit number from the back of their test booklet into the boxes beside the words “TEST BOOKLET” on the answer document. For December EOC testing, this number is 10 digits with an “S” at the beginning. Students should be instructed to ignore the “S.”

TEST BOOKLET # S

--	--	--	--	--	--	--	--	--	--

SAY Copy the ten-digit number from the back of your test booklet into the boxes beside the words “TEST BOOKLET” on your answer document. Be sure to copy this number as it appears. Do not copy the S in front of the number. If you have any questions, please raise your hand.

Continue to use your sample answer document to point out to students where to find specific items on their answer document. Monitor students closely while they copy the security number. When all students have finished, continue.

Pages 49 and 58:

The test booklet will have a white paper seal, not a red plastic tab.

Students will use the eraser end of a pencil to break the white paper seal on the edge of the test booklets.

SAY Use the eraser end of your pencil to break the seal on the test along its edge. If you have any questions or need any help, please raise your hand.

Check to see that students are following directions. Move around the testing room to assist any student who may be having difficulty. When all students are ready, continue.

MATERIALS CONTROL FORM

December 2015

Campus coordinators should use this form to account for secure test materials signed out to test administrators or other campus personnel for all December 2015 STAAR, STAAR L, and STAAR A paper test administrations.

Before distributing the materials, the campus coordinator should fill out the name of the individual issued materials and the applicable test booklet columns.

Individuals issued materials should fill in the date and initial the "Out" box. The initials in the "Out" box signify that they have received the materials assigned to them. The form should not be initialed if the information on it is incorrect.

Any missing secure materials must be located before the campus coordinator initials the "In" box. If a missing booklet or other secure material cannot be located, the campus coordinator should immediately contact the district coordinator.

Campus Name _____ Campus Coordinator _____

Individual Issued Materials	Total # of Booklets	Total # of Paper Administration Guides	Range of Security Numbers Coded on Booklets	Date	Out	In

Duplicate this form as necessary.

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